

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Number: B99-92

Date: May 19, 2000
Expiration Date: 6/30/00
69:149:is:3737

TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
WID STAFF

SUBJECT: MIS USER GROUP MEETING MINUTES—FEBRUARY 7-8, 2000

The minutes and revised agenda from the Management Information System (MIS) User Group meeting held at the Hilton Sacramento Arden West in Sacramento on February 7-8, 2000, are attached for your review and information. Please ensure that the minutes are provided to the appropriate staff.

If you have any questions regarding the minutes, please contact Annette Wolfgang, Manager, Job Training Automation (JTA) Customer Support Unit, at (916) 654-9600.

/S/ BILL BURKE
Chief

Attachments

MANAGEMENT INFORMATION SYSTEM (MIS)
USER GROUP MEETING

Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815
February 7-8, 2000

Agenda

Monday, February 7, 2000

10:00 a.m. - 11:00 a.m.	Registration/Introductions	Annette Wolfgang, Job Training Partnership Division (JTPD)
11:00 a.m. - 11:30 a.m.	Opening Remarks	Liz Clingman, JTPD
11:30 a.m. - 12:00 p.m.	Y2K Outcomes	Jim Scholl, JTPD
12:00 p.m. - 1:15 p.m.	LUNCH	
1:15 p.m. - 3:15 p.m.	Workforce Investment Act (WIA): <ul style="list-style-type: none">• Building WIA (First and Second Year)• WIA Participant Reporting• WIA Performance	Kristen Cooper, Information Systems Division (ISD) Ed Armijo, JTPD Deb Cusimano, JTPD
3:15 p.m. - 3:30 p.m.	BREAK	
3:30 p.m. - 5:00 p.m.	Eligible Training Provider List (ETPL)	Liz Clingman, JTPD

MIS User Group Meeting (continued)

Tuesday, February 8, 2000

7:30 a.m. - 8:00 a.m.	Light Continental Breakfast	
8:00 a.m. - 8:30 a.m.	JTPA	Debara Johnson, JTPD
8:30 a.m. - 9:30 a.m.	Closeout of JTPA	Dave Rexius and Kristen Cooper, JTPD
9:30 a.m. - 10:30 a.m.	Welfare-to-Work <ul style="list-style-type: none">• Reporting (including IPD, PWPR, PPF, and Base Wage Processes)	Cheron Dudley, Ed Flores, Leah Pears, JTPD
10:30 a.m. - 10:45 a.m.	BREAK	
10:45 a.m. - 11:00 a.m.	Standard Query Language (SQL) Cleanup/Using Update Statements <ul style="list-style-type: none">• Table Element• Comparison List• SQL for Participant• Grant Table	Annette Wolfgang, JTPD
11:00 a.m. - 12:00 p.m.	Breakout Sessions <ul style="list-style-type: none">• Timeshares• Standalones	Annette Wolfgang, JTPD Kristen Cooper, ISD
12:00 p.m. - 12:30 p.m.	Open Forum Closing Remarks	Annette Wolfgang, JTPD
12:30 p.m. - 1:30 p.m.	LUNCH (for those attending afternoon training session)	
1:30 p.m. - 5:00 p.m.	New MIS Administrator Training— Forms Training	Jan Arnold, JTPD JTA Consultant

MANAGEMENT INFORMATION SYSTEM (MIS) MEETING MINUTES February 7-8, 2000

Introductions—Annette Wolfgang, Job Training Automation (JTA) Customer Support Unit, Job Training Partnership Division (JTPD); John Logan, Information Systems Division (ISD)

Ms. Wolfgang opened the meeting by stating the objectives of MIS meetings:

- The JTPD to share information and receive feedback
- Locals to share information, provide feedback and express concerns
- Locals to share and network

She introduced the JTPD Service Delivery Area (SDA) (subgrantee) staff—Liz Clingman, Manager, Ilene Silva, support staff, and Help Desk staff: Ed Armijo, Cheron Dudley, Debara Johnson, and Rob Ferguson. John Logan introduced the ISD staff and reported that the programming for the new Workforce Investment Act (WIA) JTA module was in progress. Ms. Wolfgang announced the development of a new Help Desk MIS link on the Employment Development Department (EDD) home page which will provide a quick reference for release notes, Help Desk documents, etc. Ms. Wolfgang requested that the Contact Update Request Form provided in the meeting package be filled out and faxed to the Customer Service Unit.

Opening Remarks—Liz Clingman, SDA Support Section Manager, JTPD

Ms. Clingman welcomed all the local partners to the meeting. She stated that this is a time of change, a difficult time for subgrantees and State staff. In the next 6-12 months, JTPD will schedule information sessions as often as possible in an attempt to share information and keep lines of communication open. She requested that if any issue was not addressed, to please bring it up.

Ms. Clingman stated there was a framework for WIA implementation that would be the main subject for this meeting. The JTA is being modified with the hope of a new and broader system in the future. She emphasized this modification was an interim solution, due to time constraints. This interim solution addresses the:

- Individual Participant Reports, part of the interim instructions from the Department of Labor (DOL). The quarterly WIA Standard Report (WIASR) required by DOL is the driving force behind the system requirements.
- Financial Management Information System (FMIS).
- Employment Training Provider List (ETPL).

There is a Feasibility Study Report (FSR) process that will look at system requirements within a new technology framework.

Y2K Outcomes—Jim Scholl, JTPD

Mr. Scholl presented Certificates of Appreciation for those who participated in Year 2000 (Y2K) Compliance. The State conducted the final Y2K review on February 16, 2000. The Y2K Compliance was a success and deemed a worthwhile effort. Mr. Scholl asked if anyone had anything to share.

Workforce Investment Act (WIA)

- **Building WIA (First and Second Year)**—Ms. Kristen Cooper, Information System Division, JTA Technical Team Leader, presented an update on the JTA first and second year modifications that are being done to meet WIA data and reporting requirements. Ms. Cooper stated that for WIA Year One, JTA will be modified in three phases to include a new module for WIA.
 - ◆ Phase 1—Must be in place July 1, 2000
 - ◆ Phase 2—Target date is September 1, 2000
 - ◆ Phase 3—Target date is December 31, 2000

Ms. Cooper stressed that this was an **interim system**. The interim system will be in place for at least one year and will be replaced by new technology. The State has a lengthy FSR process it must go through before a new system can replace the interim WIA system. Ms. Cooper further stated that WIA requests for cash would be handled the same way as it currently is processed.

Ms. Cooper discussed the proposed WIA registration, enrollment, goals, and conversion process. She stated that, initially, subgrantees would be required to print copies of the WIA forms and that the WIA Individual Participant Data (IPD) report will replace the multiple quarterly reports now required. Ms. Cooper responded to the following questions:

Q. When you go back into JTA after JTPA is closed out, how will you be able to find a converted participant? Will a code be in place to find where the converted participant was transferred?

A. A report will be generated that will list the participant converted by application and case number.

Q. How can we serve clients who are currently active in JTA with WIA money as of the July 1 date?

A. A State conversion plan is being developed that will address specific grant codes that will be converted.

- **WIA Participant Reporting**—Ed Armijo, JTA Help Desk, presented the Workforce Investment Act Standardized Record (WIASR) data flow and reviewed the draft WIA client forms. Mr. Armijo emphasized all work was based on interim DOL instructions and that the State's goal is to develop a reporting process that would be operational by July 1, 2000. The WIA client forms reviewed included:

- ◆ Registration/Application Form (EWIR) – One per participant
- ◆ Enrollment Form (EWIE) – One per grant code
- ◆ Goals Form (EWIG) – Mandatory for Youth – Multi-goals allowed with up to three reportable goals
- ◆ Termination Form (EWIT) – One per application
- ◆ Follow-up Form (EWIF) – Optional provided for local use

The State staff responded to the following questions:

Q. Multiple funding streams – When do the subgrantees term a WIA soft exit (i.e., a client not scheduled for services within 90 days)? Are there ways to term without a negative term?

A. If there will be services beyond 90 days, term them using a positive term code. The State is tracking WIA clients, so the State would consider them termed if they have no additional services planned.

Q. Can the new WIA system handle two applications?

A. Yes.

Q. Can there be multiple goal codes under a Goal Type?

A. Yes. You can have as many goals as you want for a type.

Q. How much flexibility will there be to amend data after it has been submitted?

A. There will definitely be flexibility to amend data.

Q. Can a pseudo Social Security Number (SSN) be used in WIA?

A. Under WIA, a valid SSN is required before termination.

- **WIA Performance**—Deborah Cusimano, Data Analysis Unit (DAU), presented a briefing on the WIA performance measures and calculations. Ms. Cusimano stated California's process was in three phases:

- ◆ Phase 1—Provide Education and Data
- ◆ Phase 2—Convene a State-Local Workgroup comprised of seven subgrantees and State staff. Workgroup to develop recommendations on known requirements for State Workforce Investment Board (SWIB) consideration.
- ◆ Phase 3—Conduct regional meetings with Local Workforce Investment Board (LWIB) to share information tentatively scheduled to begin in March 2000.

Ms. Cusimano identified the WIA performance measures as employment, retention, earnings, credential rate, and education/skill attainment. She stated the performance measures and their definitions were revised in November 1999, December 1999, and again in January 2000. The WIA will measure the Entered Employment Rate, Six-Month Retention Rate, Average Earnings Change, Employment/Credential Rate for Adults; Entered Employment Rate, Six-Month Retention Rate, and Earnings Replacement Rate for Dislocated Workers; and Entered Employment Rate, Six-Month Retention Rate, and Credential/Employed Rate for Older Youth (19-21). The performance measures for Younger Youth (14-18) are Informational Measure, Diploma or Equivalent Rate, and Retention Rate. The WIA will measure the last three-quarters of JTPA participants and the first quarter of WIA (October 1, 1999 through September 30, 2000). There are two additional Real-Time Measures that will be tracked for WIA clients July 2000 through September 2000: Customer Satisfaction, and Younger Youth Education/Skill Attainment Rate.

Ms. Cusimano provided the criteria for State incentives and sanctions and explained that LWIB criteria would be established by the SWIB. She identified four outstanding WIA performance issues, services requiring registration, Wagner-Peyser participants, supplemental data sources, and education/credential attainment. The DOL is working with the Department of Education to resolve education/credential attainment issue. Formal DOL guidance is anticipated within 30 days. The DOL is accepting comments related to these issues on its Web site. Ms. Cusimano closed stating there has been no decision whether WIA will have access to California's Base Wage File. The Base Wage File is not useful as a management information tool because it lacks detailed participant information.

Eligible Training Provider List (ETPL)—Liz Clingman, JTPD

Ms. Clingman defined the ETPL as the State JTPD list of approved training providers that adult WIA participants must use if they are approved in their local area to receive training. She emphasized that under WIA there is a greater degree of customer choice. Providers will apply to the LWIB that will, in turn, forward applications to the State for approval. The State will roll-up the applications and provide a list of approved training providers to all the subgrantees. The WIA authorizes the use of an individual training account (ITA), which is a voucher type system. If individuals are approved for training, they will be issued an ITA, and with the assistance of a case manager, select the provider that they would like to use. Theoretically, clients would be able to take their ITA to another county in the State if they are relocating to an area served by a different subgrantee. The ETPL has mandated provider performance requirements that must be met to remain on the ETPL.

The SWIB currently has 64 members and met for the first time, January 27-28, 2000. There is a State plan for youth programs and the goal is to have WIA funding available by April 1, 2000. We are looking at a way to bridge WIA and local case management systems. Ms. Clingman responded to the following questions:

Q. Will we have to start this list from scratch?

A. Yes, according to law, providers must apply to the local board for approval.

Q. How will an area know that a participant goes to another subgrantee's area for service? What about the case of a standalone in this situation?

A. This is not spelled out yet. It may be that ITAs will be transmitted quarterly to the State and then shared back to all subgrantees including standalones.

Q. How often must we transmit reports to the State?

A. Participant data is required quarterly. We are looking at providing daily updates back to the subgrantees so that records will be current.

JTA Reporting Calendar—Debara Johnson, JTA Help Desk, JTPD

Ms. Johnson introduced a new reporting calendar, which consolidated separate participant and financial report requirements into a single source. The calendar lists all JTA financial and participant reports due February 2000 through April 2000. Each report also identifies the applicable grant code(s), and the methods of transmission are listed for each report.

Closeout of JTPA—Dave Rexus, Financial Management Unit, JTPD; Kristen Cooper, ISD

Mr. Rexus introduced his staff and described the process and schedule for JTPA closeout. Mr. Rexus requested subgrantees to start closing out JTPA grants as soon as possible. He stated the local closeout packages are due to the State by March 1, 2000. A DOL *Technical Assistance Closeout Guide* should be available shortly. In the interim, JTPD is developing closeout instructions that should be distributed by March 31, 2000. Issues to be covered are how funds will be moved from JTPA subgrants to WIA subgrants, how, and when subgrants will be terminated. Mr. Rexus asked that questions are directed to Debra Shepherd, at (916) 654-2418, or Mr. Rexus can be contacted, at (916) 654-8502.

Mr. Rexus and Ms. Cooper responded to the following questions:

Q. What report is due March 1, 2000?

A. The local JTPA closeout plan. Reference Directive D99-9, *Closeout Guidance II, Local Plan Instructions*, dated January 19, 2000.

Q. Participants on board July 1 finished all activities within the 90-day period, they are in the holding period. Do they need to be carried over or terminated?

A. It is recommended that you should terminate everyone this year so that you will not be carrying them over to next year.

Q. Do subgrantees have until September 30, 2000, to terminate people? The WIA begins after October 1, 2000.

A. The WIA participants should be enrolled beginning July 1, 2000. Participants who are not continuing under WIA must be terminated prior to filing the final participant reports. Final reports for the fourth quarter are due to the State between July 20-25, 2000, and fifth quarter (revised fourth quarter) reports are due to the State on August 20, 2000.

Q: Will University of California at Berkeley (UCB) be following up on participants who were termed on June 30, 2000?

A: The UCB will do the post follow-up on those participants terminated through June 30, 2000.

Q. What about 8 percent grants?

A. There is not a provision in WIA for these grants therefore, 8 percent clients should be terminated or co-enrolled in a WIA continuing funding stream. Terminate prior to transition.

Q. If participants are concurrently enrolled in different programs, how will they be transitioned into one case in WIA? Same grant code, different activities.

A. Case numbers that have been termed completely will not transition; subgrantees will have access to those participants. If the client is enrolled in two different grant codes, the client will be transitioned to two WIA case numbers. Under most circumstances, the various activities within the same grant code will result in one case number with several activities.

Q. Is there a need to have a full course history on a participant?

A. Local level says yes.

Q. Conversion for cases—financial tracking system—various activities are tracked by case number—Will WIA have only one case number?

A. If participants cross over from JTA to WIA, but their outcome is still not determined, we can refer back to transitioned case number to new WIA case number, regardless of whether the grant code is opened or closed. Presently, some SDAs are using a Standard Query Language (SQL) statement. The SDAs have requested to keep the application number consistent from JTA to WIA.

Q. Governor's 40 Percent will not transition over; what about the Veterans?

A. No, all Title III 40 Percent projects are scheduled to end June 30, 2000. However, Title IV-C veterans projects are continuing through July 1, 2000, and will transition.

Q. Would it be possible to see a draft specification on the proposed process?

A. Conference calls with the State and subgrantee are being conducted to review the proposed forms, specifications, and other issues. If you have a strong desire to comment, let Ed Armijo know.

Q. What about Grant Code 899?

A. Unsure whether we can do an easy transition, local areas use it for their own purposes. Grant codes 900-999 will be transitioned at the discretion of the local board.

Q. Two requests—<F10> key Client History—will it be JTA and WIA?

A. It will work the same for both programs.

- Q. Can you make a performance timeline for subgrantees? When would be the most advantageous time to term a shaky client?**
- A. A performance timeline will be provided when final DOL performance instructions are received. When a client is terminated, it is a local decision. There are no incentive funds for the first year. Eligible clients not terminated by June 30, 2000, will be converted to WIA.
- Q. Query Client History (QCH)—Arrow down to table and function key <F9> take you directly to history, but in Welfare-to-Work (WtW) you cannot view WtW history. Can QCH be modified to function the same for JTPA and WtW?**
- A. Yes, the QCH will be revised.
- Q. The WtW history ends up at the bottom. It would be nice to have it at the top like JTA. Would this be possible?**
- A. Needs to be sorted with the most current case at the top.
- Q. Participant started one and one-half years ago in Youth program, now in Adult program. Which grant will crossover in transition? Participant still enrolled in both. Was 21 at registration and now is now 23.**
- A. Transition both to WIA.
- Q. Once we do conversion, will subgrantees have the capability to look back at JTA?**
- A. All tables QCH will still be there. Anything you are able to see now, you will still be able to see.
- Q. Once the State conversion takes place, will there be some way to do a mini conversion?**
- A. You can key in anyone who has not been termed. Might not want to convert local grant codes at first conversion. Make final decisions before August 20, 2000.
- Q. Will those grant codes lock when you closeout?**
- A. Yes. But after August 20, 2000, there will be no way to credit those participants in JTA.
- Q. Will there be a Conversion Term Code for Term Code Field or a Conversion Field (masked in 10, 10E and 11's)? Will non-term JTPA need to be termed when client terms WIA?**
- A. Yes, there is a conversion term code of "77." A new row will be added to the forms PJ, PL 10, and 10E, which will indicate the number of clients transitioned to WIA.
- Q. Will there be a list to show who has been converted?**
- A. Yes, the conversion process will generate a report in RIOH.
- Q. On October 1, 2000, will people who went through "assessment only" and were termed be carried over/counted?**
- A. Those who are termed in JTPA will not convert to WIA.

Welfare-to-Work—Cheron Dudley, JTA Customer Support Unit; Ed Flores, Data Analysis Unit; and Leah Pears, Financial Management Unit

Ms. Dudley, Mr. Flores, and Ms. Pears presented an update on the Print WtW Participant Report (PWPR) and Transmit WtW Participant Data (XWPD) reports. It was explained that Ms. Pears compiles and analyzes financial quarterly reports while Mr. Flores compiles the monthly participant data.

Mr. Flores stated that JTPD is about ready to finalize the December 31, 1999, reports. There are 10,201 participants receiving WtW services and 40 Percent are currently enrolled in unsubsidized employment.

Each WtW entity is required to run a PWPR and XWPD report and transmit them to the State on the 20th calendar day of each month. The XWPD process is important:

- State sends combined extracted participant data to LMID quarterly.
- The Labor Market Information Division (LMID) returns base wage related data to JTPD quarterly.
- The JTPD loads the returned data into the JTA database.
- Individual participant data is made available to each individual WtW entity.
- State sends participant follow-up data to UCB on the 25th of each month.
- The UCB returns the completed follow-up data to JTPD monthly.
- The JTPD loads the returned data into the JTA database.

The staff responded to the following questions:

Q. Whom do I contact in reference to the WtW Federal Grant – Unemployment Insurance (UI) Federal Grant Base Wage - 900's don't go UCB. How do subgrantees get that info?

A. The 900 grant codes are funded by the DOL without the involvement of the State. Subgrantees may use the JTA system to track these grants, but the data is not reported to the State and State staff has no administrative responsibility to these grants. The JTA system should be programmed to exclude the 900 grant codes in the extract program that transmits the data to the State each month for the UCB follow-up. If the 900 codes are being transmitted, this should be logged as a programming error and fixed as soon as possible. As keeper of the Help Desk Log, the JTA Customer Support Unit would be the contact for the field to report this kind of problem.

Q. When will we get numbers from UCB?

A. The data was received this week. It will be provided to the subgrantees as soon as possible. This data is uploaded to subgrantees with a JTA release.

Q. How will pass-through funds be tracked, by participant's grant code or program type?

A. We will track by the grant code.

Q. If a participant was 30 Percent eligible when he or she came in, how do we move the participant to show that he or she is 70 Percent eligible?

A. If you change the application to reflect the changed criteria to 70 percent, it will update the eligibility field to 70 percent. Release 3.25 will allow enrollments to be changed from 30 percent to 70 percent and enable these changes to be tracked by the system.

Q. Monthly Activity Record: Are zeros acceptable to put in there?

A. Yes.

Q. When is the next release scheduled?

A. Possibly by the first week of April 2000.

For additional WtW reference, three Internet Web site addresses were provided:

Department of Labor
<http://www.doleta.gov/>

Welfare-to-Work Financial Management Technical Assistance Guide
<http://wtw.doleta.gov/techassist/tag/default.htm>

Employment Development Department (EDD)
<http://www.edd.ca.gov/wtowcom.htm>

- [WD99-10](#) - Quarterly Expenditure Reporting Requirements, dated October 21, 1999
- [WB99-64](#) - Quarterly Reporting Requirements for Period Ending December 31, 1999, dated December 17, 1999

Standard Query Language (SQL)—Annette Wolfgang, JTPD

Ms. Wolfgang discussed the purpose of the SQL statement provided as a handout in the meeting package. The SQL statement is a quick method of determining if changes to the grant code in the JTA case table have been made to the participant grant table. If both tables are not changed, JTA will produce inaccurate reports. Additionally, Ms. Wolfgang discussed the Table Element Crosswalk included in the meeting package. She used the data dictionary and created a Microsoft Word crosswalk document that is a handy tool for identifying what table contains the data elements being used for data collection and reporting. In closing, Ms. Wolfgang stated that the JTA menu options listing was being provided as a quick reference document. It lists every menu option available in JTA System.

Q. What is the problem with PJ10 & PJ11 (trouble with participants not matching)?

A. A null field or a blank field caused by an erroneous update done in SQL could be causing this problem.

Breakout Sessions

- **Timeshares**—Annette Wolfgang, Jan Arnold, and Cheron Dudley facilitated the timeshare breakout session and responded to the following questions:

Q. Can the QCH be fixed to work with WtW?

A. The QCH will list WtW applications and cases, but not activity reports as a temporary fix. In JTA, there is an edit box that notifies you when you have multiple enrollments, unlike the WtW system. Theoretically, a client can only have one active application at a time. Ms. Dudley will call SETA regarding this.

Q. The WtW Activities – Agency – code, by client. Can we write SQL to pull out this data?

A. Roselyn was advised to call the JTA Help Desk.

Q. Regarding the JTPA Closeout, should subgrantees terminate “unmotivated” participants before WIA, or will they be affected negatively?

A. This is up to each local area. There are no incentive funds for the first year.

Q. Will there be incentive funding for WIA 2000/2001?

A. We have not yet been notified of any planned incentive funding.

Q. “Assessment Only” category carried over?

A. Yes, those enrolled (and not terminated) in only an assessment activity will be carried over.

Q. Would it be advantageous to archive data to assist in clean-up?

A. Under WIA some shared tables will allow us to archive data.

Q. Will there be a grant code for Summer Youth?

A. Use one grant code (340) that transitions into the new WIA grant code.

Q. What are the new grant codes for WIA?

A. The new grant codes are:

Title II 5% INC	Incentive	201 – Adult 301 – Youth
Title IIA	Adult Program	201
Title IIA 5% OW	Older Workers	201
Title IIC	Youth	301
WIA Spring 2000	Early Youth	301
Title IVC	Veterans	374
Title III 60%	Formula Funds	501
Title III NRA	National Reserve	706

Q. Will the JTPA application be transitioned to WIA?

A. In general, if there is no enrollment, the application will not be transitioned. There will be a more detailed explanation in the conversion information bulletin that should be released in the near future.

Q. What about transitioning Certificate of Continuing Eligibilities (CCEs) without active enrollment (which are good for two years)?

A. The DOL has informed us that CCEs will not be valid after June 30, 2000.

Q. Is there going to be a transition period into WIA? When will new forms be available?

A. Keep enrolling them into JTPA until July 1, 2000.

Q. The JTPA application translates data to fill in WIA application. Do you need to be enrolled in an activity before July 1?

A. Subgrantees will be given the specifications for the transition of the registration fields.

Q. Can registration forms be keyed in July if application was taken in June - system edit? Need is to avoid duplicate paperwork and keying.

A. No, until July 1, 2000, JTPA application forms should be utilized.

Q. The funding for April 1, 2000 is for whom?

A. Year-round Youth. Can use for Summer Youth. It is WIA funding made available on April 1, 2000.

- **Standalones**—Kristen Cooper, Rory Reeme, and Debara Johnson facilitated the timeshare breakout session and discussed the upgrade of the JTA operating system and database engine. The support for the AIX 4.2 for SP and INFORMIX 7.2X ends June 30, 2000. The EDD will be negotiating with IBM and Informix to extend support for their respective software products beyond their scheduled end dates. Due to the phaseout of JTPA and the implementation of WIA, the software will not be updated until 2001. The standalone subgrantees are not expected to follow this example. The delayed upgrade should not adversely impact the standalones since some of them are already using INFORMIX 7.3X and most of them do not use AIX operating system. There was a 1998 negotiated INFORMIX 7.2X conversion price break. It is not anticipated that INFORMIX will be offering conversion price breaks for conversion 7.3X.

There is an ownership anomaly when extracting JTA releases as root. Mr. Reeme is writing a script that should eliminate this problem at least on Sun platforms. The permission problem was identified as site specific and was a configuration issue. It is believed that the problem has been corrected.

Open Forum—Annette Wolfgang, JTPD

Ms. Wolfgang facilitated the open forum session and recorded questions that were raised. Answers to the questions were to be provided in the MIS meeting minutes. The answers to questions are posed as follows:

Q. Will there be a grant code for Summer Youth?

- A. There will not be a true summer youth grant this year. The DOL is expected to release WIA youth money early in order to assist the local areas in beginning a year-round youth program. This money will be released with JTPA grant code 340, which will be converted to WIA grant code 301 on July 1, 2000.

Q. Will there be new grant codes for WIA, or do we re-use old grant code numbers?

- A. New WIA grant codes will be assigned. Planned WIA grant codes are:

201	Adult
301	Youth
501	Dislocated Worker
540	Rapid Response

Q. What data will be transitioned from JTA to WIA? Application information? Enrollment? What about registrations that have zero enrollments?

- A. Only enrollments will be transitioned. Open applications alone will not be transitioned unless the eligibility windows has not expired. Please reference the conversion information bulletin.

Q. What about applications that were issued CCEs which are good for two years?

- A. The DOL has advised that CCEs will not be recognized beyond June 30, 2000.

Q. Will enrolling grant codes be the same as fiscals?

- A. Yes, the WIA enrolling grant codes will be the same as those used for fiscal reporting.

Q. When will new WIA forms be available and when should we start using them?

- A. The proposed plan is to allow subgrantees to use JTPA forms through June 30, 2000. The WIA forms would be used effective July 1, 2000. An automated JTA conversion has been developed to eliminate the need for duplicate key entry.

MIS Administrator Training—Jan Arnold, JTPD JTA Consultant

Ms. Arnold and JTA Help Desk staff conducted an MIS administrator training session for approximately 30-35 subgrantee MIS administrators and staff. The instruction method was a laptop/LED projection system that displayed actual JTA menus and screens. The session covered the subjects that were requested by the subgrantees and included menu selection, JTA access authorizations, grant entry, and report generation. The value and effectiveness of the training was evident from the response of the trainees. The method and presentation will be used as a model for future training sessions.

Closing—Annette Wolfgang, JTPD

In closing, Ms. Wolfgang announced the next MIS Meeting would be conducted May 8-9, 2000, at the Anaheim Sheraton Hotel.